

City of Saint Paul

Vacation Donation Program Guidelines

Description and Purpose:

The Salary Plan and Rates of Compensation document provides for a Vacation Donation Program in the City of Saint Paul. The purpose of the program is to allow employees to exchange or transfer their vacation credits to another employee for a serious illness or injury. This exchange and transfer occurs only upon the approval of the Director of Human Resources.

The Vacation Donation Program serves as a short-term solution up to a maximum of six months, allowing employees to receive paid leave in circumstances noted below:

- Employee is unable to work because of a serious illness or injury.
- Employee is required to provide care for a seriously ill or injured spouse, dependent child, or household member.

The maximum six-month time period will begin the first day the employee uses donated vacation hours and ends six calendar months later.

The Vacation Donation Program is not intended as a substitute for short-term or long-term disability coverage or to delay an employee's eligibility for a Public Employee Retirement Association (PERA) disability.

Recipient Eligibility:

An employee may apply for the Program if s/he meets an established set of criteria. The employee must:

1. Have been a full-time employee of the City of Saint Paul for at least twelve months or a part-time employee for at least twenty-four months.
2. Be eligible to accrue and use vacation and sick/personal leave benefits.
3. Exhaust all paid leave or be reasonably close to exhausting such paid leave.
4. Obtain and submit medical documentation which verifies that a serious illness or injury necessitates absence from work for a minimum of five days. This qualifying period does not have to be consecutive.
5. Not be receiving workers compensation indemnity benefits or expect to receive workers compensation disability for the same period of time.
6. Expect to return to employment with the City of Saint Paul.

Note: Sick leave eligibility will follow Minnesota State Law, Collective Bargaining Agreements or the Civil Service Rules, whichever applies.

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Procedures for Requesting Vacation Donation:

1. Employees, or a supervisor on behalf of the employee, may request vacation donation through the employee's Department Director. If the Department Director believes that the circumstances warrant a vacation donation request, such request will be forwarded to the Human Resources Director.
2. A medical certificate signed by a physician must be submitted with the request for vacation donation. The medical certificate must include nature of illness or injury and the expected date the employee will be able to return to work.
3. The Director of Human Resources will evaluate the vacation donation request to determine eligibility.

Effective Date: January 17, 2008